

***Revised 3-30-08***

Competency	Knowledge and Skills	Performance Expected	Target Date	Comments	Date Completed
1. Principles of life-cycle nutrition: Understands normal nutrition issues for pregnancy, lactation, the postpartum period, infancy, and early childhood.	<p>In addition to knowledge and skills of the clerk. Knowledge of:</p> <p>Nutrition requirements and dietary recommendations for women, infants, and children served by WIC.</p> <p>Federal nutrition policy guidance and its implications for women, infants and children served by WIC.</p> <p>Relevant evidence-based recommendations published by the American Academy of Pediatrics, the American Dietetic Association, American College of Obstetrics and Gynecology, and the International Lactation Consultant Association.</p>	<p>In addition to performance expected of Clerk:</p> <p>Analyzes health and nutrition histories based on lifecycle stage. Evaluates the impact of the parent/feeding dynamics on nutritional status, growth, and development.</p> <p>Interprets and compares dietary practices of WIC participants to federal policy guidance.</p> <p>Differentiates between safe and inappropriate food and nutrition practices.</p> <p>Selects food package tailored to participant's nutritional and preference needs.</p> <p>Analyzes and compares dietary practices to evidence-based recommendations.</p> <p>Assesses potential barriers to breastfeeding.</p> <p>Recognizes health and lifestyle contraindications to breastfeeding.</p>			

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	The basic physiology of lactation and evidence-based techniques for lactation management.	<p>Attends the state-wide nutrition education workshop, regional training, departmental in-services, and other trainings as required.</p> <p>Applies knowledge of physiology in the assessment of breastfeeding problems.</p> <p>Completes breastfeeding assessments at critical points in the early postpartum period.</p> <p>Analyzes breastfeeding problems using evidence-based information as the standard. Evaluates the impact of early formula supplementation and mother/infant separation on milk supply and the mother's breastfeeding intention.</p> <p>Promotes breastfeeding and refers clients to Certified Lactation Consultants as needed.</p>			
2. Nutrition assessment process: Understands the WIC nutrition	<p>Knowledge of:</p> <p>How to navigate the AIM system</p>	Completes the following using AIM: eligibility screening, record documentation, food			

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assessment process, including risk assignment and documentation.	<p>Knowledge and purpose of nutrition assessment in the WIC program and how to collect information.</p> <p>WIC nutrition risk criteria.</p>	<p>instrument issuance, appointment scheduling, nutrition education, and referrals to other programs</p> <p>Maintains referral network</p> <p>Determines program eligibility based on programmatic guidelines.</p> <p>Conducts health assessments to include measurements of stature, weight, hemoglobin, nutrition questionnaire, review of medical documentation, review of income and residency documentation.</p> <p>Successfully completes LMS courses as they become available.</p> <p>Monitor client progress.</p> <p>Applies risk definitions correctly and uses appropriate cut-off values when assigning nutrition risks.</p> <p>Evaluates need for documentation of diagnosis vs. self-report of medical conditions</p>			

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	<p>Importance of documenting nutrition assessment results.</p> <p>Other available services in the community.</p>	<p>according to policies.</p> <p>Refers medium and high-risk clients to nutritionist/ RD for counseling and follow-up.</p> <p>Documents accurately in AIM.</p> <p>Documents nutrition education given in care plan based on risks identified.</p> <p>Documents clients' goals in AIM.</p> <p>Documents referrals provided.</p> <p>Determines which other community programs the participant may be eligible for and/or may benefit from and makes appropriate referrals and documentation.</p>			
3. Anthropometric and hematological data collection techniques: Understands the importance of using appropriate measurement techniques to collect	<p>Knowledge of:</p> <p>Relevance of anthropometric data to health and nutrition status.</p>	<p>Cleans, maintains, sets up, and organizes the laboratory to meet local and state quality assurance standards.</p> <p>Demonstrates appropriate anthropometric measurement techniques.</p>			

CNW I

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anthropometric and hematological data.	Relationship of hematological parameters to health and nutrition status	<p>Reads and records measurements accurately.</p> <p>Interprets growth data and prenatal weight gains correctly.</p> <p>Demonstrates appropriate technique for performing a hemoglobin screening and assessment.</p> <p>Obtains consent and release prior to performing screenings.</p> <p>Evaluates blood work results for nutritional risk.</p>			
4. Communication: Knows how to develop rapport and foster open communication with participants and caretakers.	<p>Knowledge of:</p> <p>The principles of effective communication to collect nutrition assessment information.</p>	<p>Conducts interviews and collects information on residency, income, and family situation.</p> <p>Provides education to clients on program rights and responsibilities, how to use food instruments correctly, and WIC foods.</p> <p>Determines that participant is capable of following program guidelines and provides</p>			

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		<p>counseling when/if participant is unable to follow program guidelines.</p> <p>Provides risk-specific education based on participant's identified nutritional risk and the client's priority, emphasizing positive health outcomes.</p> <p>Answers basic questions and resolves simple complaints from applicants.</p>			
<p>5. Multicultural awareness: Understands how socio-cultural issues affect nutrition and health practices and nutrition-related health problems.</p>	<p>Knowledge of:</p> <p>Cultural groups in the target population, including their families and communities, values and beliefs, characteristics, and resources.</p> <p>Cultural eating patterns and family traditions such as core foods, traditional celebrations, and fasting.</p>	<p>Respects different belief systems about issues such as blood work, immunizations, dietary supplements, alternative medicine, and traditional healers.</p> <p>Evaluates cultural practices for their potential to harm the client's health or nutritional status.</p> <p>When appropriate, includes core foods and recognizes their nutrient contributions in an assessment of eating patterns.</p>			

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	Differences in communication styles between groups and how these differences may impact the assessment process.	<p>Evaluates food selection and preparation within a cultural context.</p> <p>Selects food package tailored to participant's cultural needs.</p> <p>Uses culturally appropriate communication styles to collect nutrition assessment information.</p> <p>Uses interpretation and/or translation services appropriately to collect nutrition assessment information from clients with limited English proficiency.</p> <p>Uses culturally appropriate strategies to assess breastfeeding practices and beliefs</p>			
6. Critical thinking: Knows how to synthesize and analyze data to draw appropriate conclusions.	<p>Knowledge of:</p> <p>Principles of critical thinking.</p>	<p>Collects all information before drawing conclusions and deciding upon the best course of action.</p> <p>Asks additional questions to clarify information or gather more details.</p>			

CNW I

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		<p>Recognizes factors that contribute to the identified nutrition problem(s) and refers appropriately.</p> <p>Recognizes needless information and disregards it.</p> <p>Considers the applicant's point of view about nutrition and health priorities, needs, and concerns.</p> <p>Prioritizes nutrition problems to be addressed.</p> <p>Other duties as assigned,</p>			